

## **RCPL CLASS DESCRIPTIONS-MICROSOFT OFFICE CLASSES**

### **ACCESS I**

An introduction to Microsoft Access. This class will introduce you to the program and get you started with creating a new database. We will focus on the steps of creating and working with Tables. We will also cover the basics of establishing relationships between tables. Prerequisite: Word II, Excel II or comparable skill level.

### **ACCESS II**

A continuation of Access I. In this class we will cover the basics of using Filters, Queries and Forms. Prerequisite: Intro to Access I or comparable skill level.

### **ACCESS III**

Our final introductory class for Access. In this class we will cover the basics of creating and printing Reports. We will also see how to use reports to generate labels. Prerequisite: Access I and II or comparable skill level.

### **EXCEL I**

An introduction to Microsoft Excel. We'll cover the basic features of Microsoft Excel including: entering, selecting, editing and formatting data, copying and moving cells and performing basic mathematical calculations and functions using a worksheet. Prerequisite: Word II or comparable skill level.

### **EXCEL II**

An intermediate level Excel class. We'll cover Excel functions including: headers, linking spreadsheets, grouping spreadsheets, using the function wizard, and inserting charts. Prerequisite: Excel I or comparable skill level.

### **EXCEL III**

An advanced level Excel class. Building on our intermediate class, we will cover linking spreadsheets, Using Functions, creating and customizing a chart, transposing cells, and getting started with macros. Prerequisite: Excel I and II or comparable skill level.

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## **WORD I**

An introduction to Microsoft Word. In this class, you'll learn the basic features of Microsoft Word including creating, opening and saving a document, inserting text, correcting mistakes, and using spell check, using editing tools, and highlighting and formatting text. Prerequisite: Keyboard and Mouse or comparable skill level.

## **WORD II**

An intermediate level Word class. In this class, you will learn how to use page setup, create bulleted and numbered lists, add borders and shading, set tab stops, insert tables and use Word templates and proofing tools. Prerequisite: Word I or comparable skill level.

## **WORD III**

An advanced level Word class. In this class about Microsoft Word, you will learn how to draw lines and arrows, use AutoShapes, insert pictures, text boxes, clip art, graphs and WordArt, and use the special formatting features on the Drawing Toolbar. Prerequisites: Word II or comparable skill level.

## **RESUME BUILDING WITH WORD**

Learn the Microsoft Word skills you will need to create a resume. We will cover creating bulleted lists, drawing lines, changing text size and style, and centering text. This is not a class on how to write a resume, but instead it is about the Word skills you can use to create one. Prerequisite: Word I or comparable skill level.

## **CREATING HOLIDAY LETTERS**

Create a holiday letter using Microsoft Word. You will learn how to apply borders, manipulate fonts, insert graphics and photos, create a mailing list and perform a mail merge. Prerequisite: Keyboard and Mouse and Word I or comparable skill level.

## **POWERPOINT**

Create a slide presentation using Microsoft PowerPoint. In this class, you will learn how to create presentations, design slides, add transitions and animations and set up and run slide shows. Prerequisite: Word II or comparable skill level.

## **PUBLISHER**

Microsoft Publisher is a program used to create professional-looking posters, flyers, and brochures. In this class, you will create a basic flyer. You will learn to insert text boxes, use clip art, and apply borders and background colors. Prerequisite: Word II or comparable skill level.